



# SharePoint User Manual

*Updated June 2013*

The NEMSIS TAC > Home

The NEMSIS TAC
Forum
Cube
Reports
Dashboard
Links
National
States

Search this site...

National
XSD
Custom Elements
Suggested List
National Rules
Alabama
XSD
Custom Elements
State Info
State Rules
Recycle Bin
All Site Content

**NEMSIS Timeline**

**NEMSIS data for Q4 of 2012 is due by March 1!** Please contact your software vendor or state representative to ensure that Q4 data has been submitted to the NEMSIS TAC. We are still waiting for Q3 & Q4 data from a few states. Your submission status and record count can be viewed through "View National Reports" then choose "Data Quality" at: <http://www.nemsis.org/reportingTools/reports/nationalReports/accessReports.html>

**NEMSIS News**

Are you ready to move to v3?

Version 3 is the new EMS industry data standard for the collection of data. Some states will be ahead of the pack and are identifying the state v3 elements and requirements. These trail blazing states will be ready to submit data to NEMSIS in 2013 or early 2014. How is your progress coming? Please don't be left behind, for more information visit <http://www.nemsis.org/v3/becomingCompliant/index.html>.

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## NEMSIS SharePoint Overview:

NEMSIS SharePoint site is a communication tool between NEMSIS Technical Assistance Center staff, State Data Managers, and other EMS partners. The advantage of this site will advance communication related to the submissions and approvals of individual state documents. The documents that will be submitted include: Custom Elements, State Information, and State Rules. The State information may consist of documents that indicate the V3 transition plan for a state, the V3 elements a state requires, specific procedure or medication lists, EMS agency numbers (licensed), hospital/destination lists, or other documentation.

## Terms Defined:

XSD - is an XML-based language used to describe and control XML document contents. XML Schema Definition provides a definition on how the data will look and be formatted (e.g. Age is a numeric field and can only be between 0-125).

XML - eXtensible Markup Language provides the format to store and move data from one location to another.

Custom Elements - A standard approach to creating new elements or extending existing elements found in the NEMSIS V3 XML Schemas (XSDs). These implementations will help agencies and states capture very specific data, (e.g. patient hair color).

Suggested List - The U.S. National Library of Medicine provides access to the ICD-10-CM; RxNorm; and SNOMED CT code values through the Unified Medical Language System (UMLS). The NEMSIS TAC may only distribute suggested lists with specific value codes from the UMLS system to entities licensed through the UMLS system. The “suggested list” files will be zipped archives that are automatically created each time one of the licensed code databases is updated in the NEMSIS master data repository. A licensed user can download the appropriate archive file.

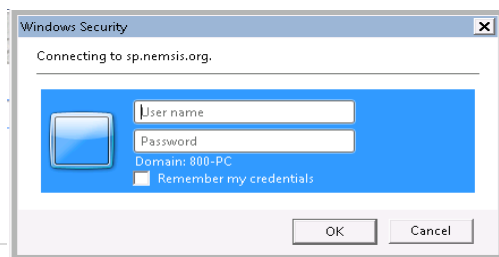
State/National Rules - Rule-based validation language for making assertions about the presence or absence of patterns in or data in the XML file. The rules also specify required relationships between other elements.

## User Access:

To access the SharePoint site State Data Managers will use the same user account and password information which is used to access the NEMSIS reporting tools.

*The NEMSIS SharePoint site itself is only accessible by State representatives identified by the State Data Manager. The communication will take place between NEMSIS TAC and State EMS Office personnel.*

Access the site at the link <https://sp.nemsis.org/sites/main/> The username must use the preface “UUIIPAC\” in addition to the username. It will look like this: UUIIPAC\cmann.



## Home Page

XSD  
Custom Elements  
Suggested List  
National Rules  
**Alabama**  
XSD  
Custom Elements  
State Info  
State Rules

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From the Home Page:

Click in the middle of the link titled [NEMSIS Timeline](#) to view NEMSIS timeline issues.

Click in the middle of the link titled [NEMSIS News](#) to view NEMSIS announcements.

The NEMSIS TAC

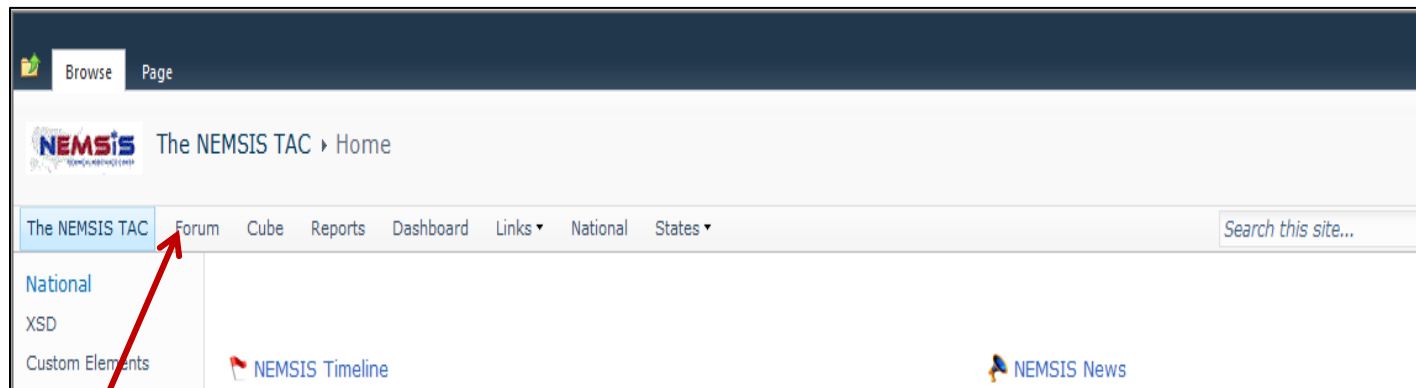
Forum Cube Reports Dashboard Links National States

Search this site...

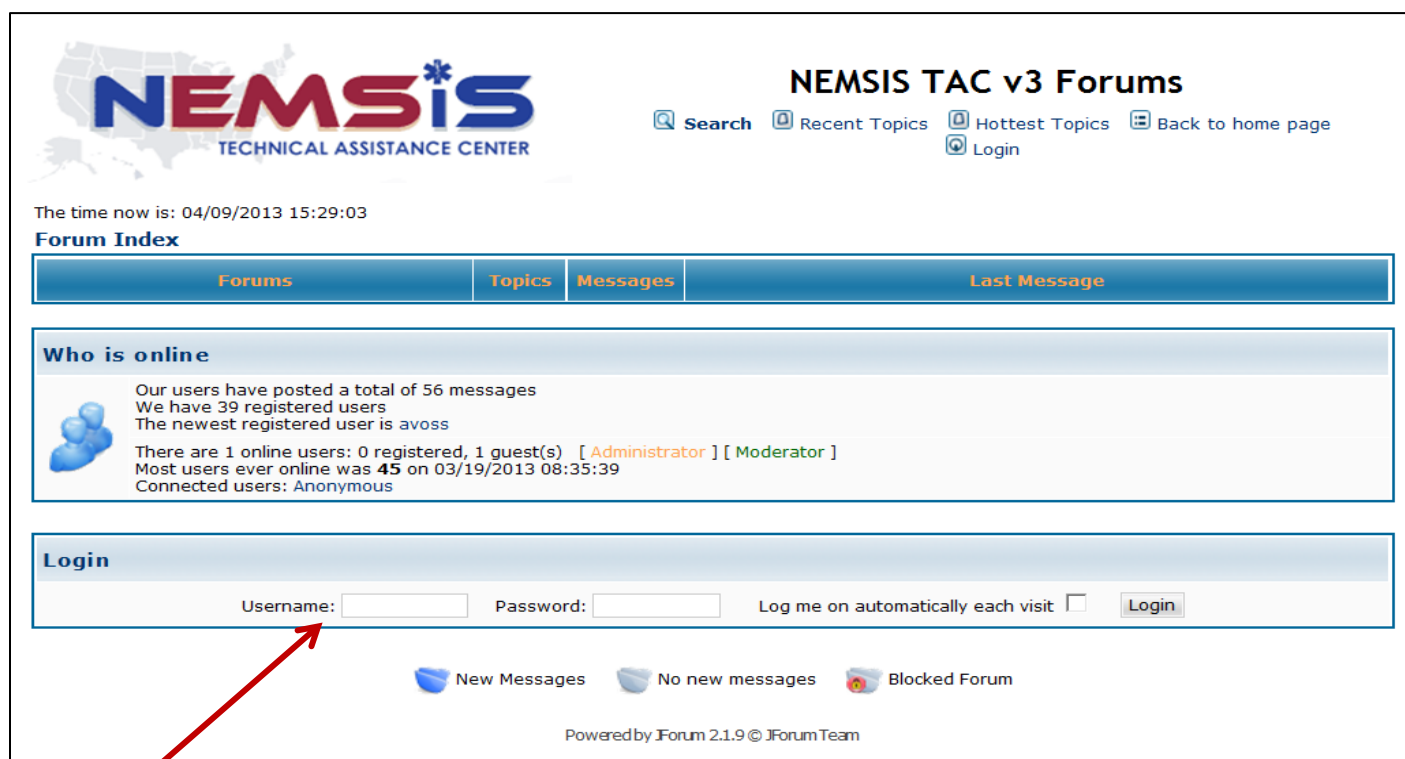
Title	Modified	Body	Expires
<b>NEMSIS data for Q4 of 2012 is due by March 1!</b>	3/1/2013 2:04 PM	<b>NEMSIS data for Q4 of 2012 is due by March 1!</b> Please contact your software vendor or state representative to ensure that Q4 data has been submitted to the NEMSIS TAC. We are still waiting for Q3 & Q4 data from a few states. Your submission status and record count can be viewed through "View National Reports" then choose "Data Quality" at: <a href="http://www.nemsis.org/reportingTools/reports/nationalReports/accessReports.html">http://www.nemsis.org/reportingTools/reports/nationalReports/accessReports.html</a>	
<b>NEMSIS data for Q2 of 2012 is now due!</b>	9/10/2012 1:58 PM	<b>NEMSIS data for Q2 of 2012 is now due!</b> Please contact your software vendor or state representative to ensure that Q2 data has been submitted to the NEMSIS TAC. We are still waiting for Q1 data from a few states. Your submission status and record count can be viewed through "View National Reports" then choose "Data Quality" available at: <a href="http://www.nemsis.org/reportingTools/reports/nationalReports/accessReports.html">http://www.nemsis.org/reportingTools/reports/nationalReports/accessReports.html</a>	
<b>The final close date for NEMSIS 2011 data</b>	5/2/2012 10:56 AM	<b>States!</b>  The final close date for NEMSIS 2011 data has passed! Please ensure that you have submitted all 2011 cases to the NEMSIS TAC! A final close date allows us to finalize a research dataset for use among EMS Researchers.	
<b>NEMSIS Q4 2012 data is due by March 1st!</b>	3/6/2012 1:17 PM	<b>NEMSIS Q4 2012 data is due by March 1st!</b>	3/31/2012

Historical record of past timeline issues are listed and the same is true if you click on [NEMSIS News](#).

## The Forum



Click on the link titled [Forum](#). A new browser window will open to access the NEMSIS Forums.



One must login before seeing the information in the forum.

This NEMSIS TAC Version 3 Online Community forum is dedicated to posting Announcements, Implementation/Compliance Call Information, Version 3 Discussions, and Frequently Asked Questions.

## The Forum



### NEMSiS TAC v3 Forums

[Search](#)
[Recent Topics](#)
[Hottest Topics](#)
[Back to home page](#)  
[My Bookmarks](#)
[Logout \[siheanacho\]](#)

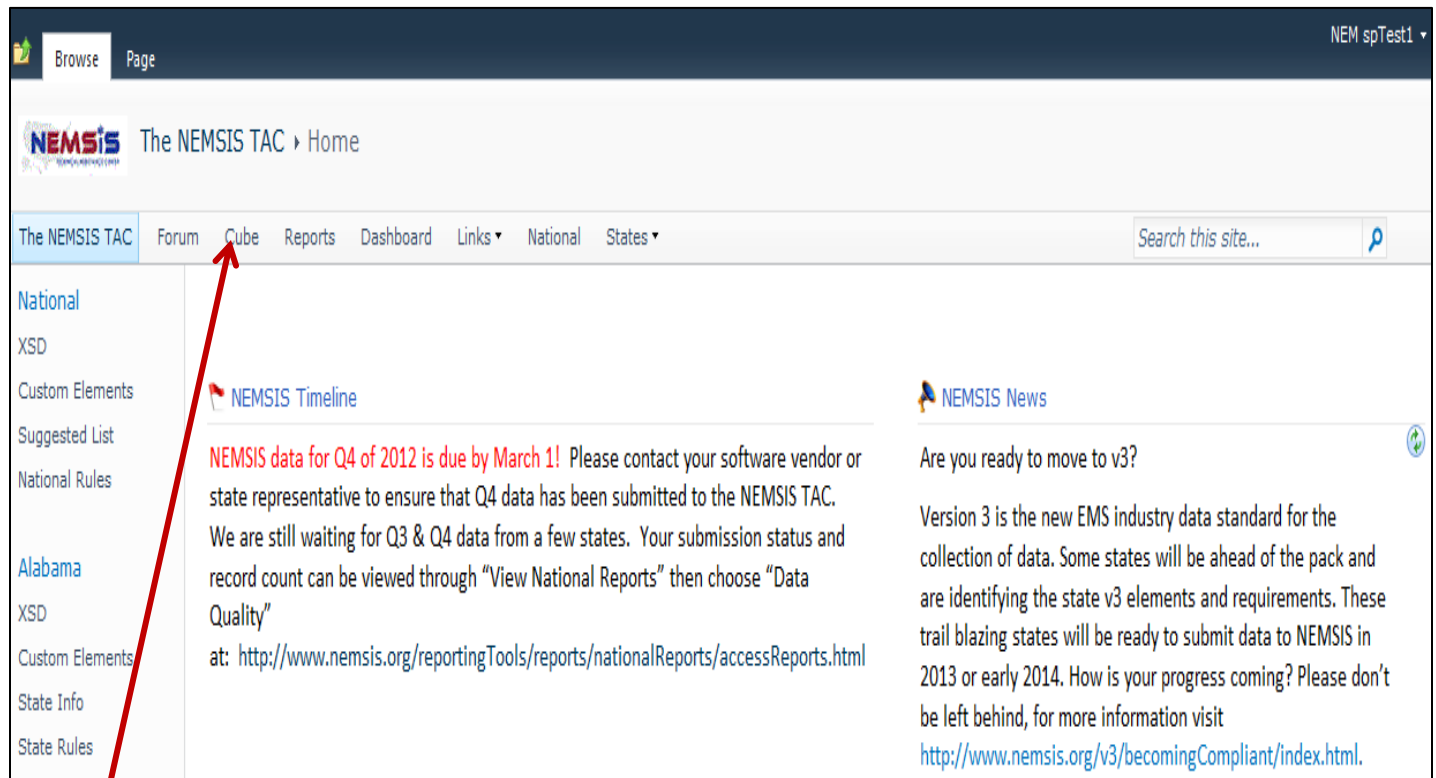
You last visited on: 04/09/2013 15:35:00  
 The time now is: 04/09/2013 15:39:36

#### Forum Index

Read new messages since my last visit

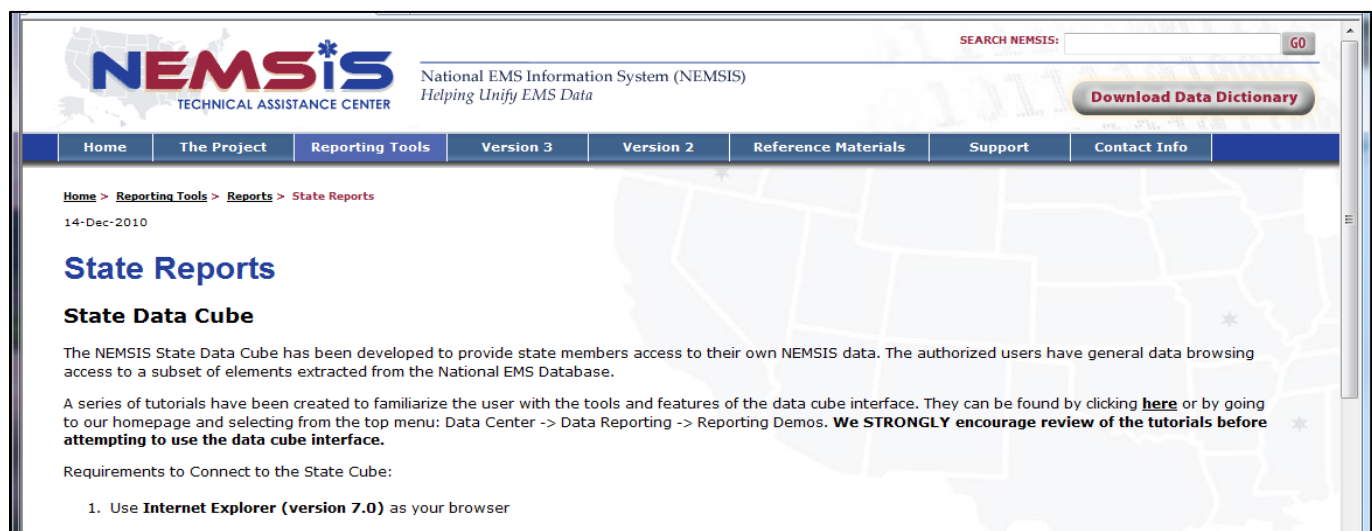
Forums	Topics	Messages	Last Message
<b>Forum</b>			
<b>Forum Rules</b> Forum Rules Moderators Administration	1	1	03/13/2012 10:21:58 jrojas ➡
<b>Announcements</b> Announcements Moderators Administration	2	2	04/18/2012 12:07:15 jrojas ➡
<b>Weekly Implementation</b> Weekly Implementation Call	15	15	02/08/2013 10:14:55 jrojas ➡
<b>Version 3 Release Requests</b>			
<b>v3.3.0 Release Requests</b>	14	30	10/25/2012 10:57:13 ljacobson ➡
<b>v3.3.1 Release Requests</b> v3.3.0 Release Requests Moderators	0	No messages	No messages
<b>Version 3 Discussion</b>			
<b>Data Dictionary</b> Data Dictionary	5	7	10/23/2012 10:47:16 jmadisen ➡
<b>XML Schema</b> XML Schema	0	No messages	No messages
<b>Schematron</b> Schematron	0	No messages	No messages
<b>Web Services</b> Web Services	0	No messages	No messages
<b>V3 Compliance</b> Compliance	0	No messages	No messages
<b>Miscellaneous</b>	1	1	02/25/2013 08:15:53 siheanacho ➡

## The Cube



The screenshot shows the NEMSiS website home page. The top navigation bar includes links for 'The NEMSiS TAC', 'Forum', 'Cube', 'Reports', 'Dashboard', 'Links', 'National', and 'States'. A red arrow points from the 'Cube' link to the 'NEMSiS Timeline' section. The timeline section contains a message about Q4 2012 data submission and a link to the reporting tools. The 'NEMSiS News' section mentions Version 3 of the EMS industry data standard.

Click on the link titled [Cube](#). A new browser window will open to access the NEMSiS Website, State Reports page. The NEMSiS Enhanced Cube facilitates analysis of multidimensional data models with rapid execution time.

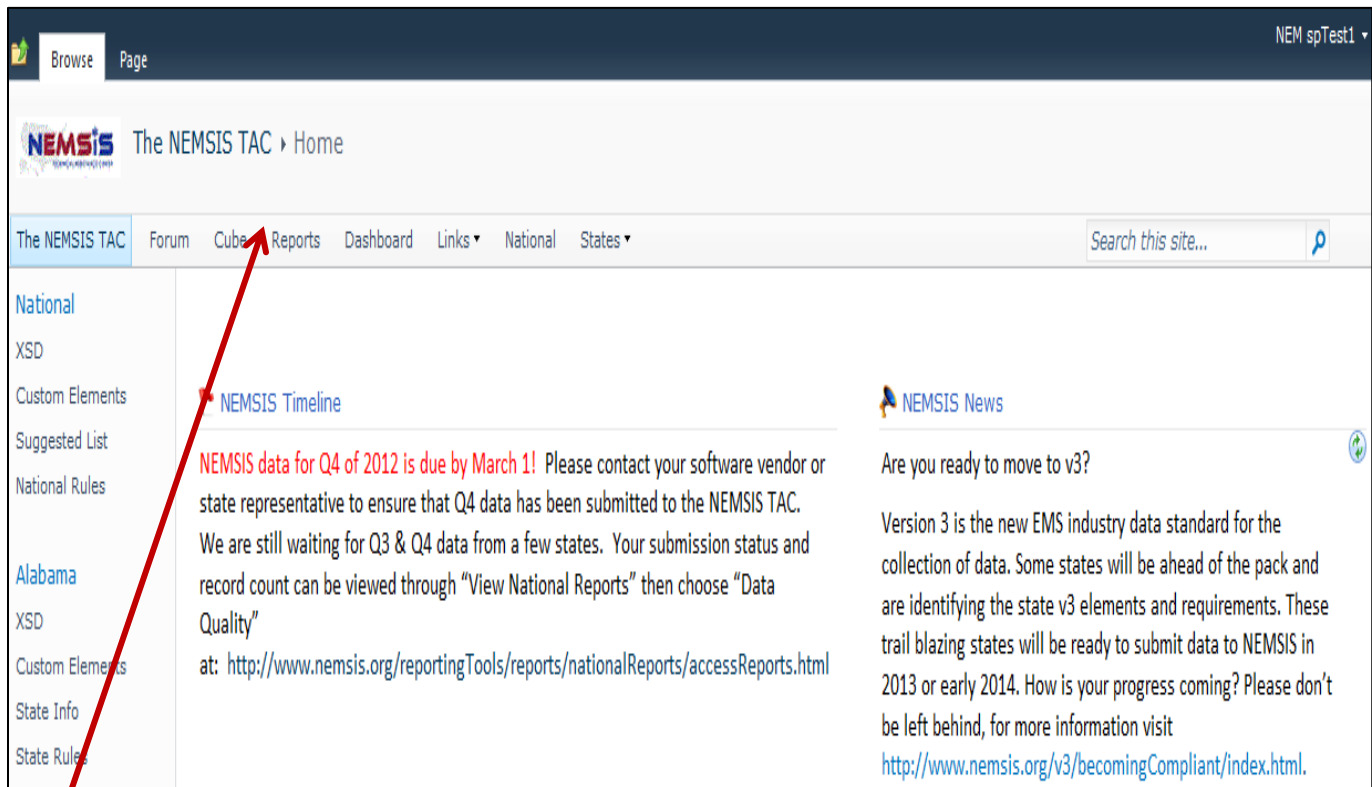


The screenshot shows the NEMSiS State Reports page. The page title is 'State Reports' and the subtitle is 'State Data Cube'. The page contains a description of the State Data Cube and a list of requirements to connect to the State Cube.

This site explains which internet browser to use and provides a link to Report Portal which connects users to the NEMSiS Enhanced Cube where state users can access National and their state data.

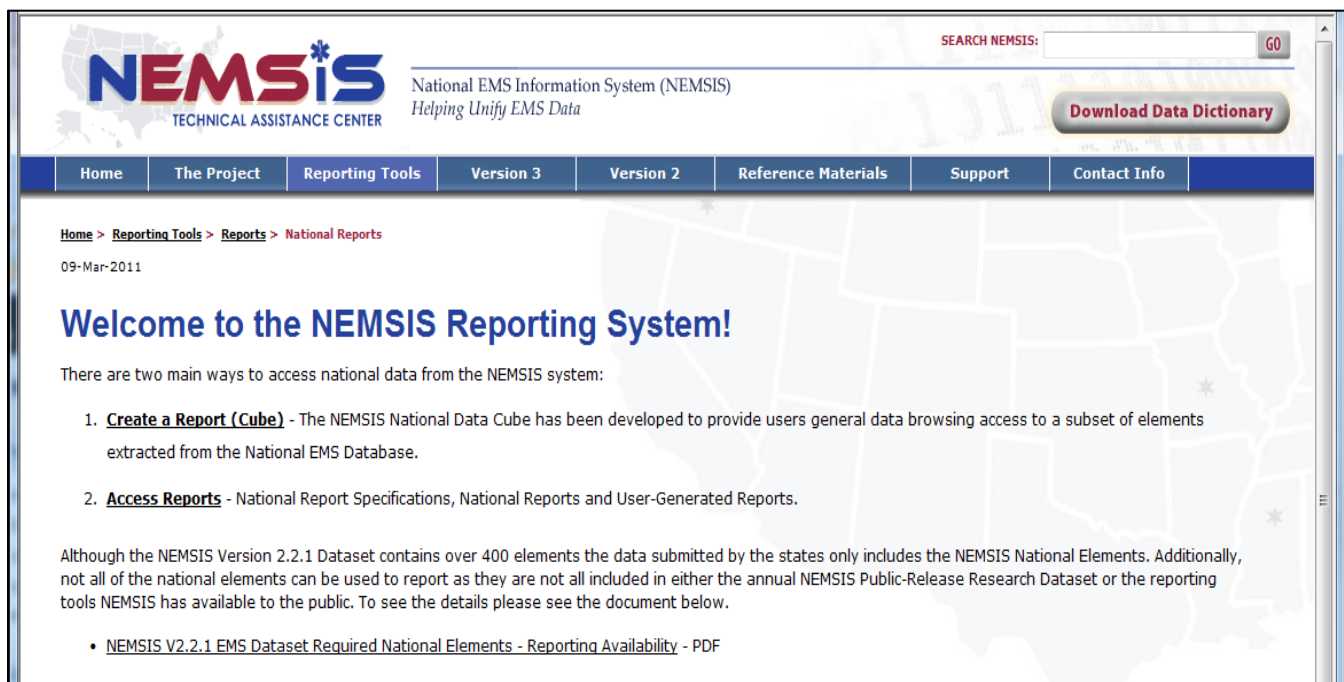
Scroll down on the State Reports page to see and link to the State Data Cube.

## The Reports



The screenshot shows the 'The NEMSIS TAC' website. The top navigation bar includes links for 'The NEMSIS TAC', 'Forum', 'Cube', 'Reports', 'Dashboard', 'Links', 'National', and 'States'. A red arrow points to the 'Reports' link. Below the navigation bar, there is a sidebar with links for 'National', 'XSD', 'Custom Elements', 'Suggested List', 'National Rules', 'Alabama', 'XSD', 'Custom Elements', 'State Info', and 'State Rules'. The main content area features a 'NEMSIS Timeline' section with a red star icon and a message about Q4 2012 data submission. To the right, there is a 'NEMSIS News' section with a headline 'Are you ready to move to v3?' and a paragraph about Version 3 of the EMS industry data standard.

Click on the link titled [Reports](#). A new browser window will open to access the NEMSIS Website, Reports. This link goes one step beyond the Cube link.

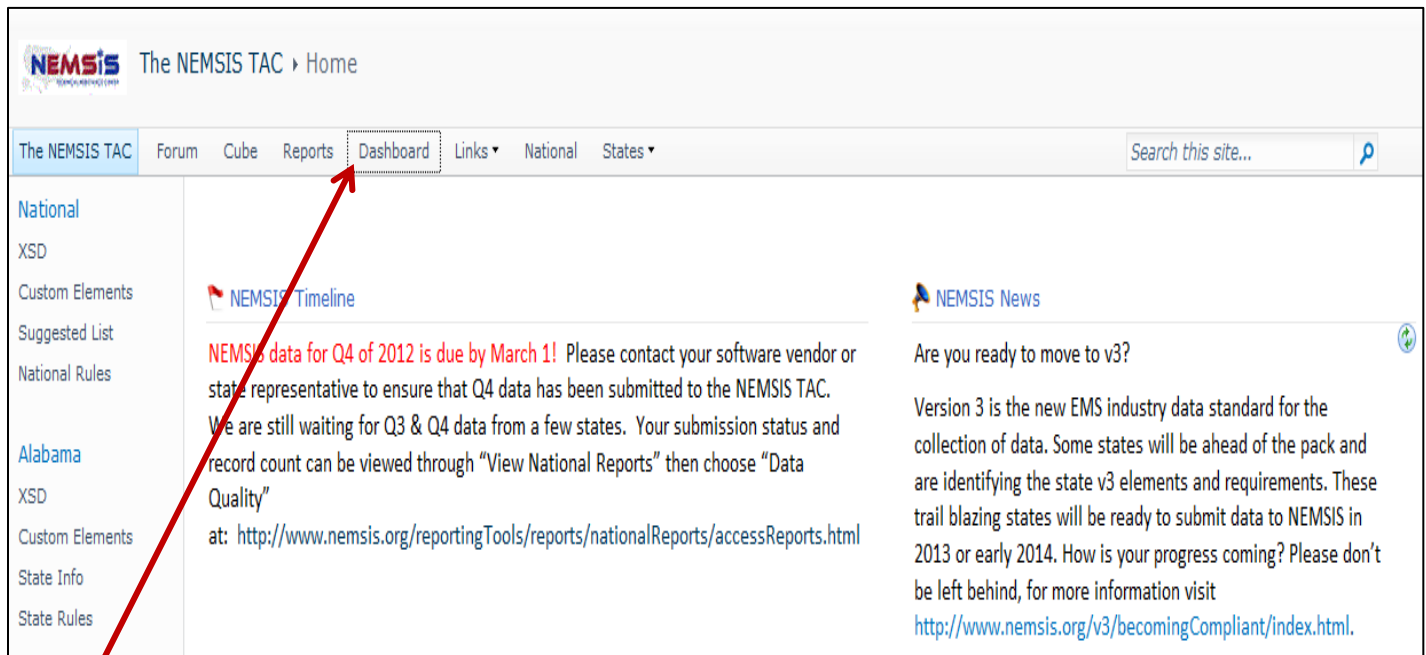


The screenshot shows the 'NEMSIS Reporting System' page. The header includes the NEMSIS logo, the text 'National EMS Information System (NEMSIS) Helping Unify EMS Data', a search bar, and a 'Download Data Dictionary' button. The navigation bar includes links for 'Home', 'The Project', 'Reporting Tools', 'Version 3', 'Version 2', 'Reference Materials', 'Support', and 'Contact Info'. The main content area has a breadcrumb trail: 'Home > Reporting Tools > Reports > National Reports'. Below this, there is a date '09-Mar-2011' and a large heading 'Welcome to the NEMSIS Reporting System!'. The text explains that there are two main ways to access national data from the NEMSIS system: 1. 'Create a Report (Cube)' and 2. 'Access Reports'. A paragraph follows, stating that although the NEMSIS Version 2.2.1 Dataset contains over 400 elements, the data submitted by the states only includes the NEMSIS National Elements. A link is provided for 'NEMSIS V2.2.1 EMS Dataset Required National Elements - Reporting Availability - PDF'.

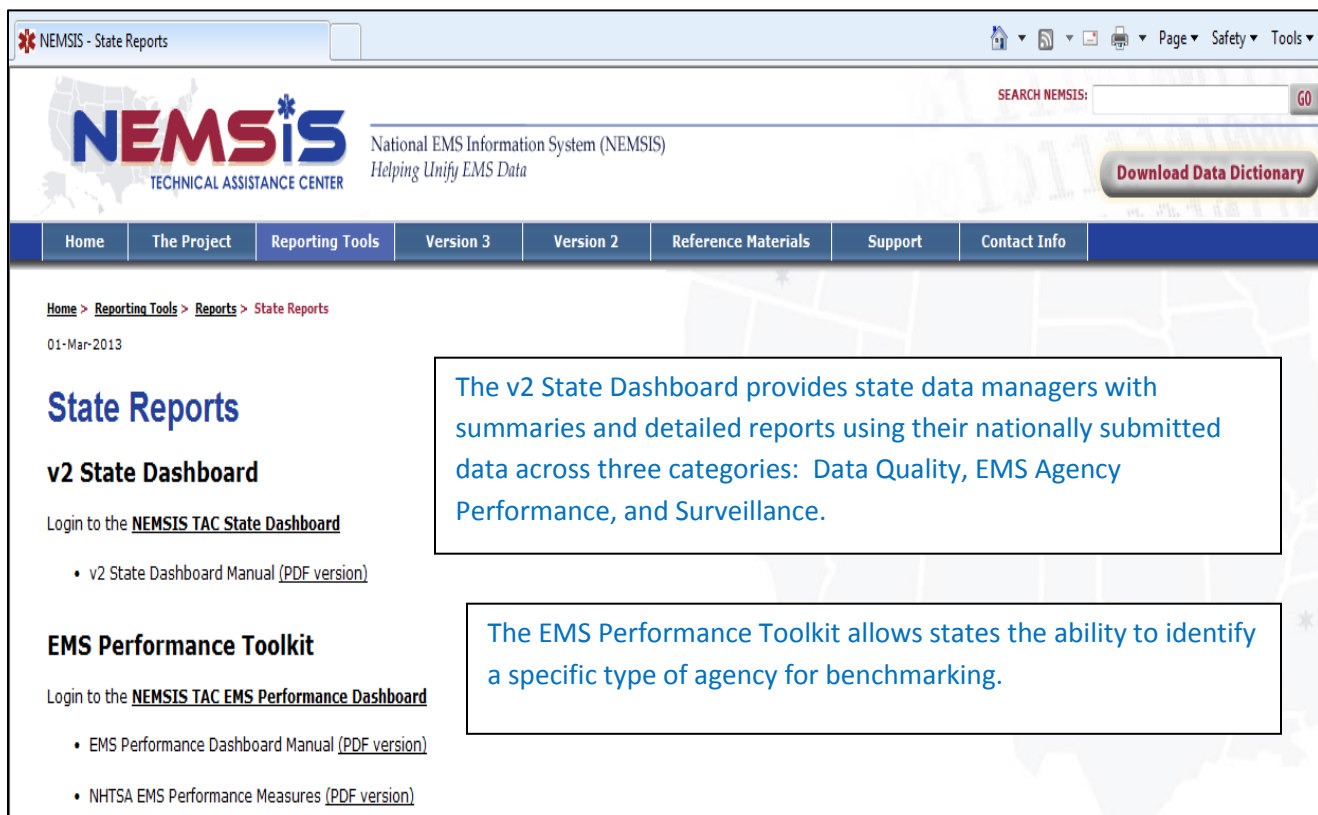
This site allows the user to Create Reports using the Enhanced Cube or Access (pre-defined) National Reports.



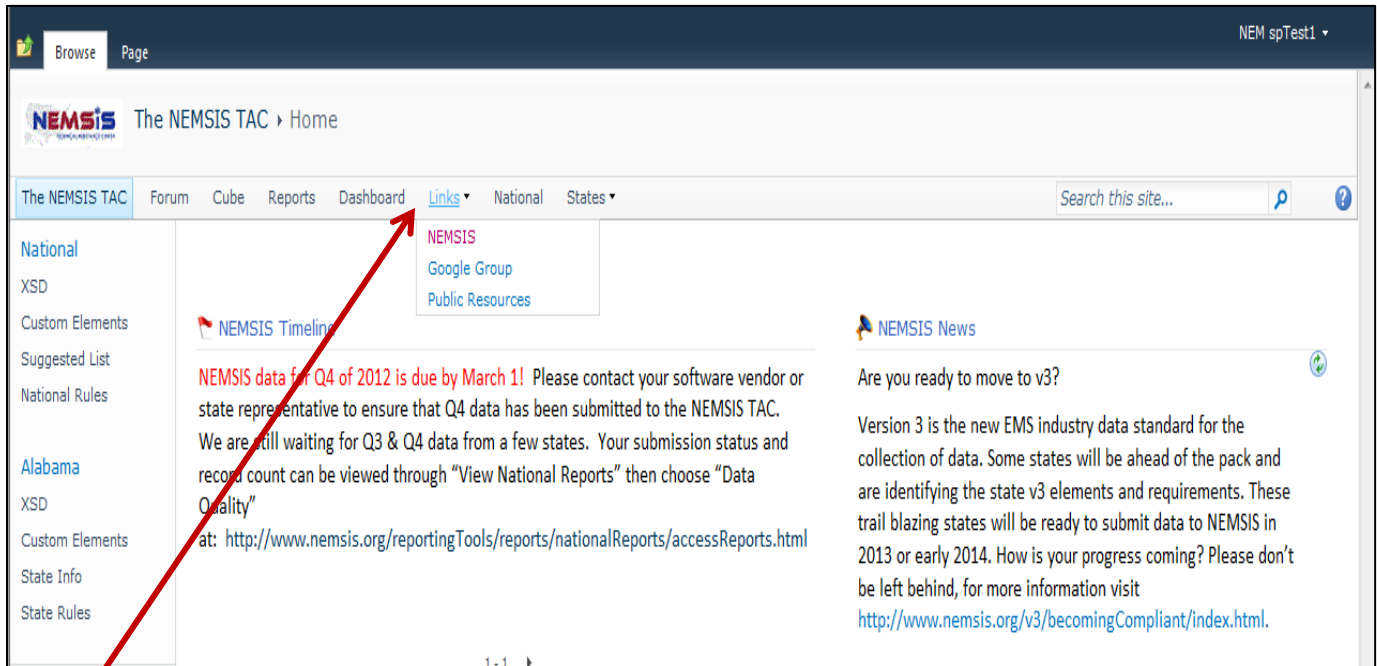
## The Dashboard



Click on the link titled [Dashboard](#). A new browser window will open to access the NEMSIS Website, State Reports. There are two dashboard options on the webpage, read below for more detail.



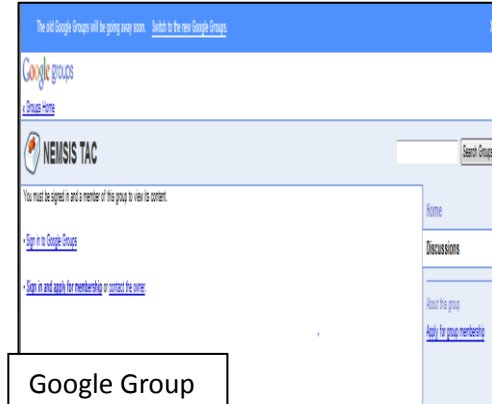
# The Links



Click on the link titled [Links](#). A new browser window will open to connect you to either: the NEMIS website, Google Group, or Public Resources.



Website

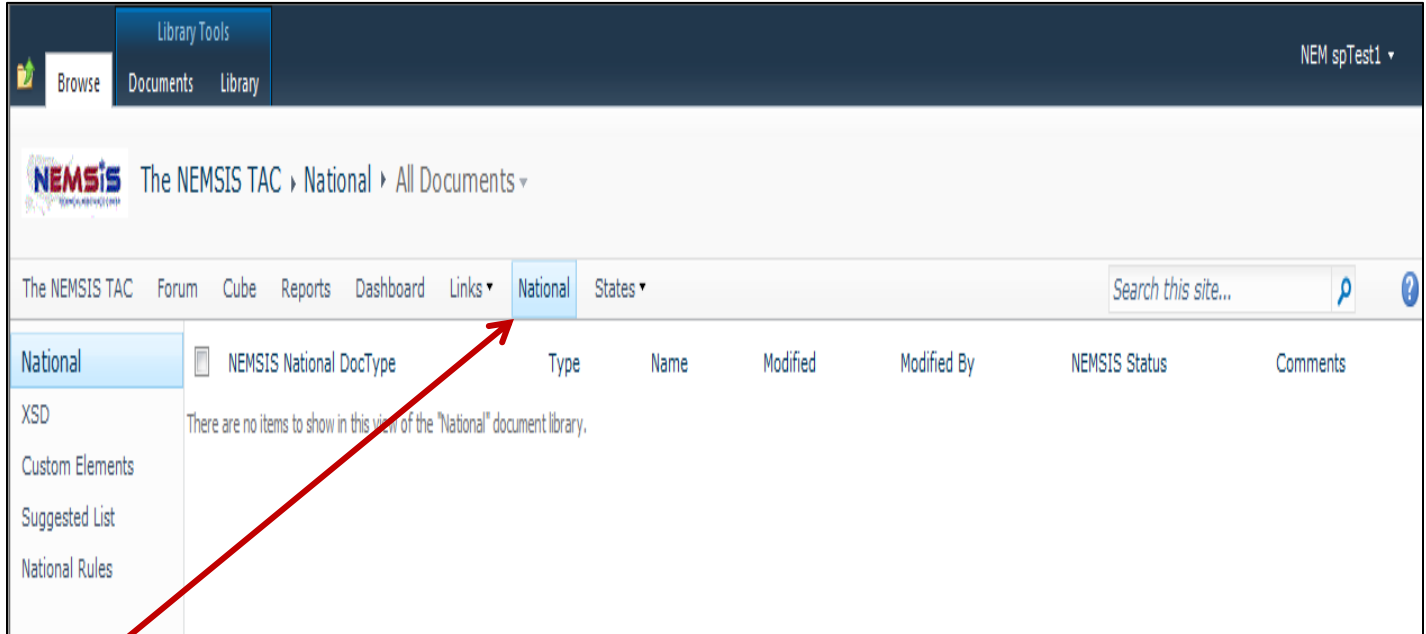


Google Group



Public Resources

## National Documents

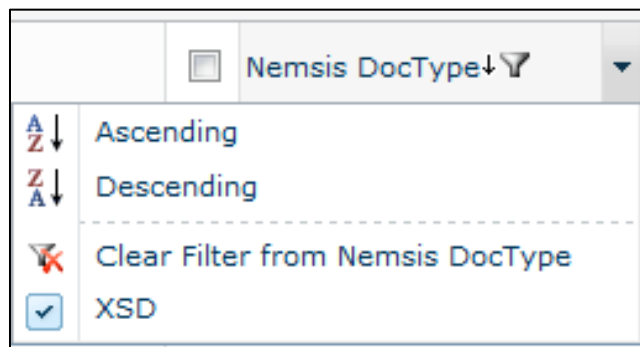


Click on the link titled [National](#) and you will be able to view **All Documents** under the V3 National Standard Information. You will see a list of XSD's, Custom Elements, Suggested List, and National Rules. The National documents are **Read Only** and can be ordered by each column title:

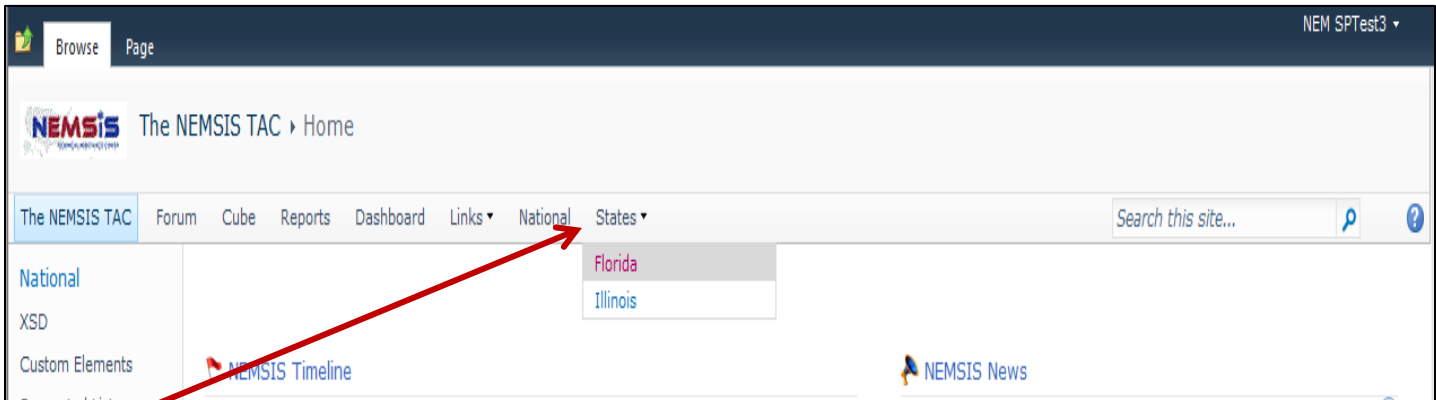
- **NEMSiS DocType** - Will be one of the four types: XSD, Custom Element, Suggested List, or Rules.
- **Type** - Identifies the type of document within an icon and defaults to XSD if not specified.
- **Name** - A user given title to name the document.
- **Modified** - An automated date and time stamp of the uploaded, modified, or published document.
- **Modified By** - Captures the user information as determined by the system account.
- **NEMSiS Status** - This field identifies the document as a Draft or Published.
- **Comments** - Space provided for a brief helpful description of the document.

Each column title, mentioned above has a drop down menu.

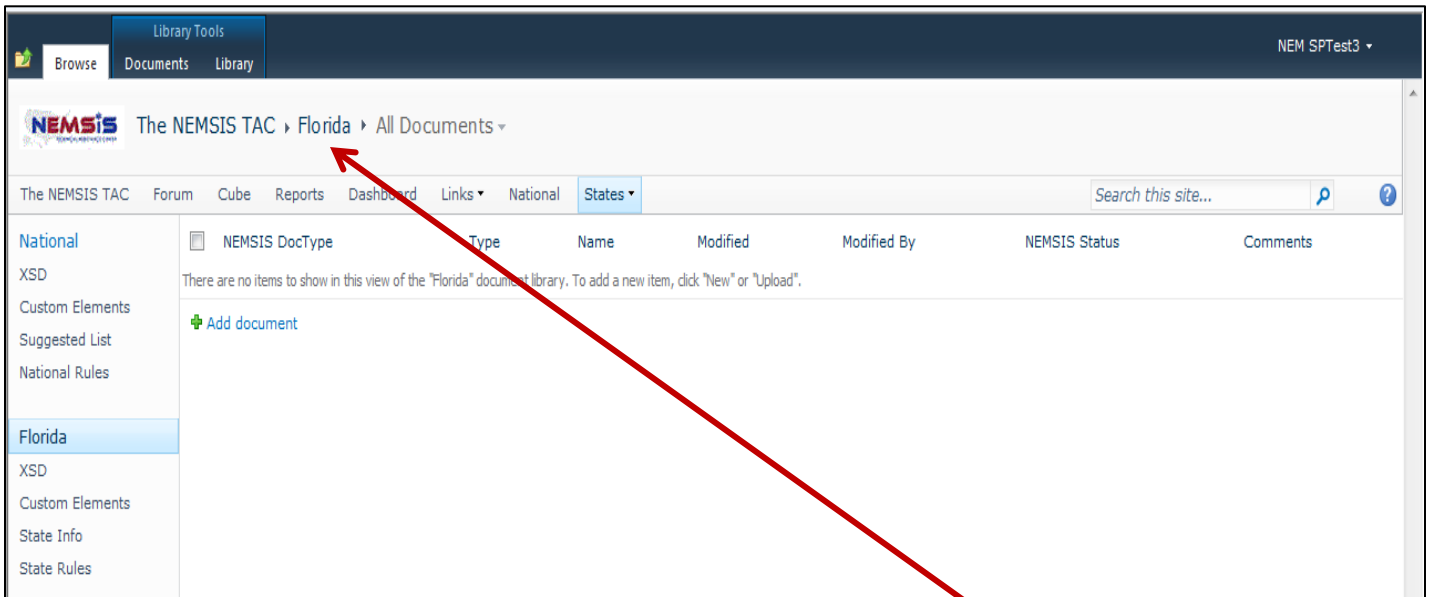
Here is an example of the NEMSiS Doc Type drop down:



# State Documents



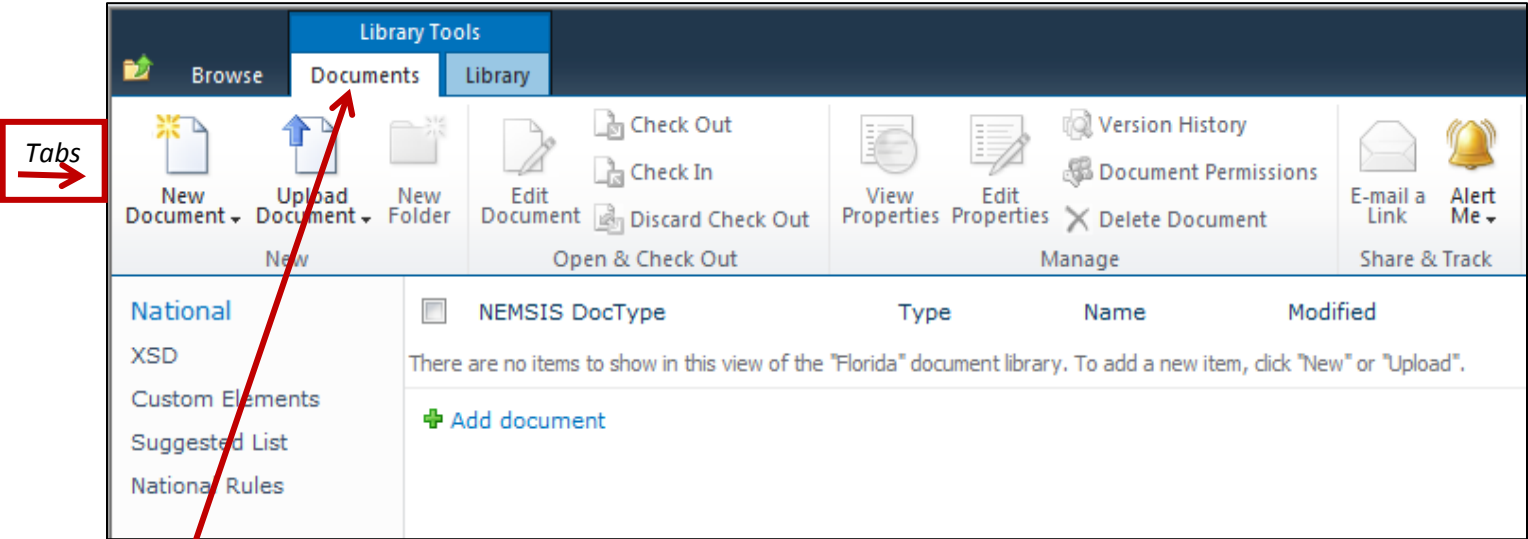
Click on the link titled [States](#) and it will bring you to your state home page within SharePoint. If you have permission to view multiple States or Territories they will appear in the list. From this list you can choose a state or territory to view listed documents or submit new documents. State Data Managers are encouraged to submit documents via SharePoint.



After clicking on the link titled [States](#) and choosing your actual state, e.g. [Florida](#), this screen shot shows **All Documents** for the chosen state. The documents can be ordered by each column title:

- **NEMSIS DocType** - Will be one of the four types: XSD, Custom Element, State Info, or State Rules.
- **Type** - Identifies the type of document within an icon and defaults to XSD if not specified.
- **Name** - A user given title to name the document.
- **Modified** - An automated date and time stamp of the uploaded, modified, or published document.
- **Modified By** - Captures the user information as determined by the system account.
- **NEMSIS Status** - This field identifies the document as a Draft, Submit, or Published.
- **Comments** - Space provided for a brief helpful description of the document, but not necessary.

Library Tools - Document View

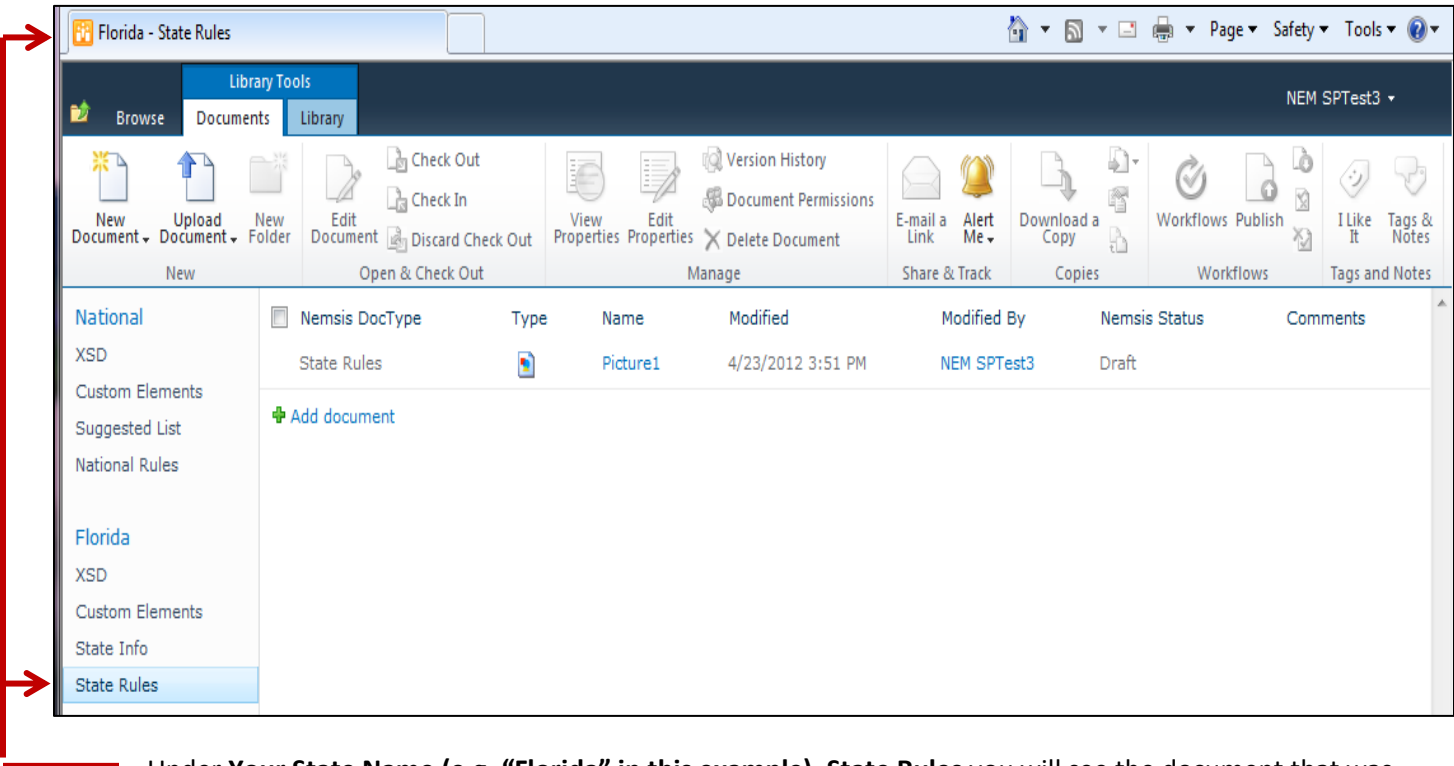


After clicking on the link titled [States](#) and choosing your state, click the word [Documents](#) under [Library Tools](#). The following additional tabs will appear:

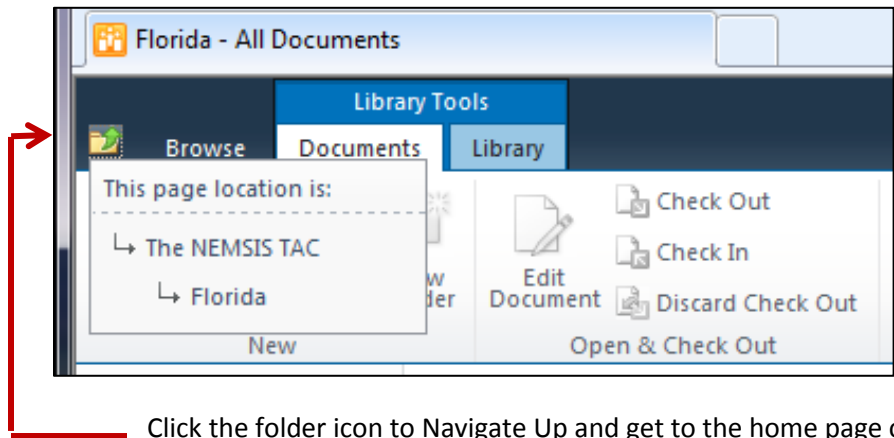
- **New Document** - Create a new document in this library.
- **Upload Document** - Upload a document from your computer to this library.
- **Alert Me** - Receive e-mail or mobile notifications when things change.

*\* Although you can see many options on the screen, unless they are in black font color, they are disabled.*

# Library Tools - Document View



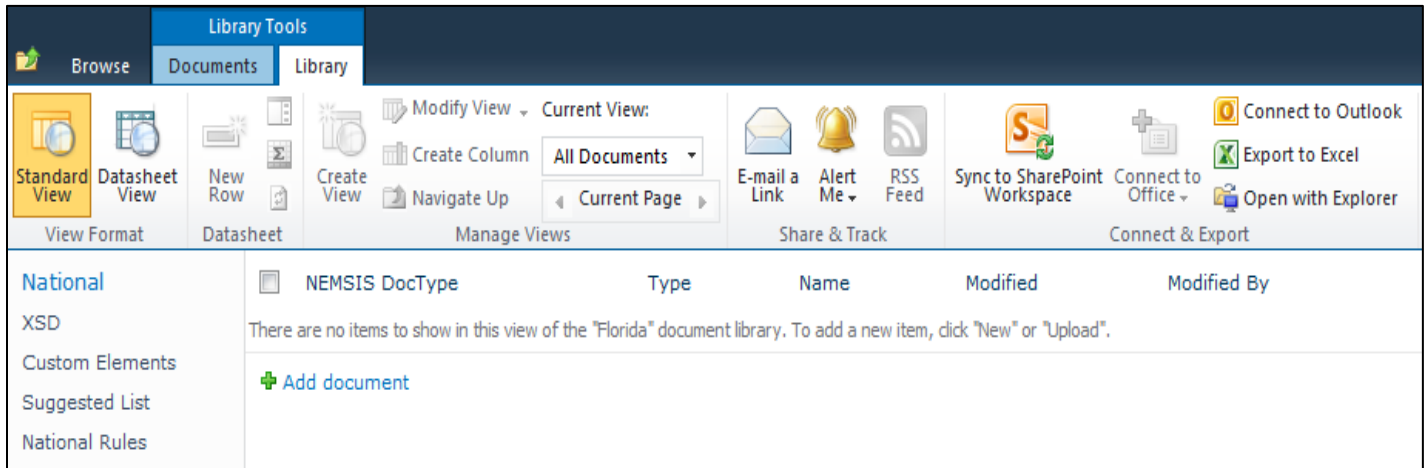
Under **Your State Name (e.g. “Florida” in this example)**, **State Rules** you will see the document that was uploaded with a date and time stamp. The status of the document can be tracked under NEMSYS Status.



Click the folder icon to Navigate Up and get to the home page or click the **Browse** tab on the menu bar, then click **The NEMSYS TAC** to return to home page.

## Library Tools - Library View

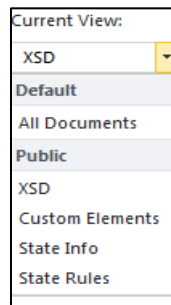
1



While on your state page, when you click the word [Library](#), several new library tools will appear as indicated in row #1. The following additional tabs are:

- **Standard View** - View and manage list items using the standard list format.
- **Datasheet View** - View and manage list items using a spreadsheet format. You can bulk edit item properties while using this view.
- **Current View** - Change the current view of this list or library.

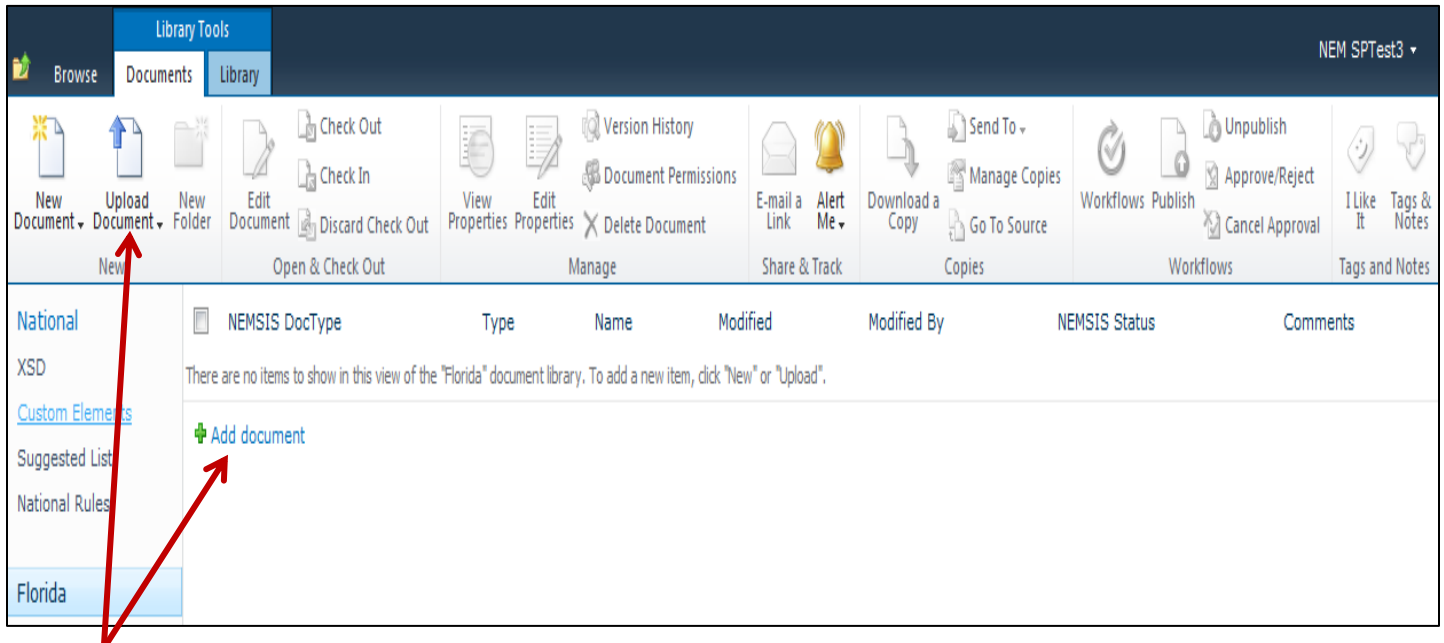
Drop down menu options:



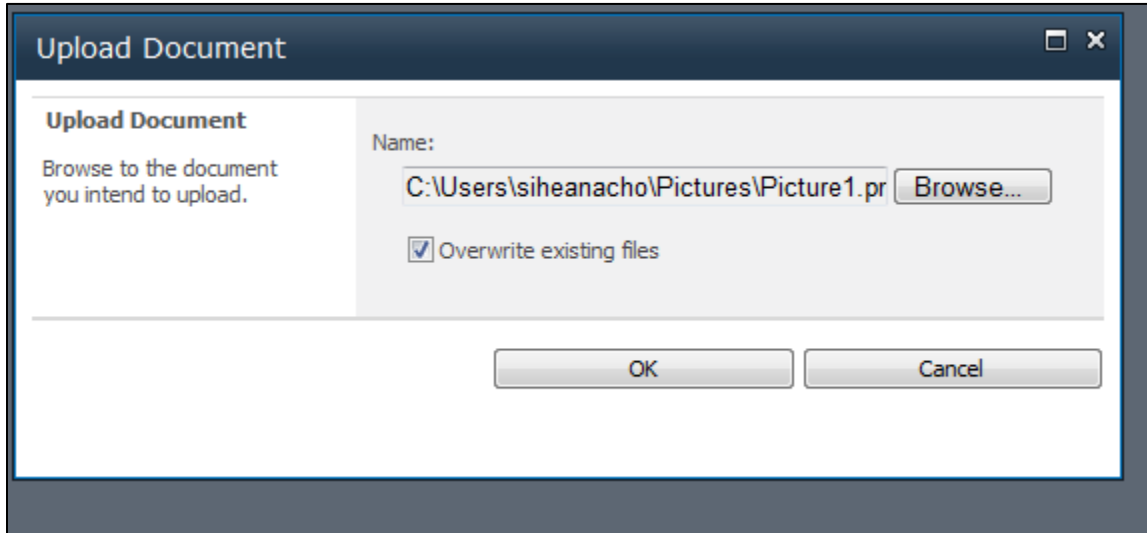
- **Current Page** - Move to Previous Page or Next Page.
- **E-mail a Link** - Email a link to this document.
- **Alert Me** - Receive e-mail or mobile notifications when things change.
- **Sync to SharePoint Workspace** - Create a synchronized copy of this library on your computer using SharePoint Workspace.
- **Connect to Outlook** - Synchronize items and make them available offline using Microsoft Outlook.
- **Export to Excel** - Analyze items in this list using Microsoft Excel.
- **Open Explorer** - Open this library as a standard Window explorer folder. Drag and drop files into this library, create folders, move, copy, and delete multiple files at once.

*\* Although you can see many options on the screen, unless they are in black font color, they are disabled.*

## Upload Document



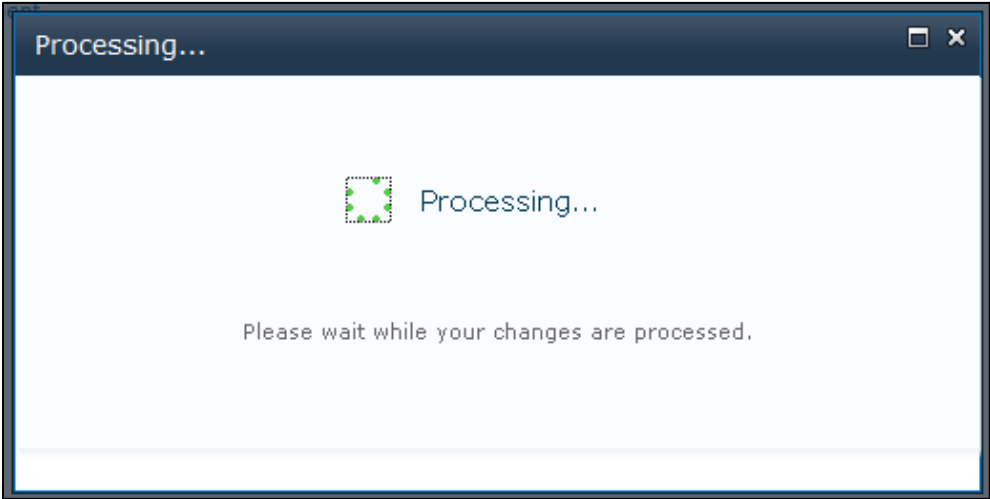
To Upload a document you can either click [Upload a Document](#) from the menu bar options or click [Add document](#). Uploading documents is restricted to Data Managers. **[Please note: Other State NEMSIS account holders are considered "Visitors" who can only view documents.]**



Click Browse... and find the document you want to upload. Then click OK.



# Upload Document

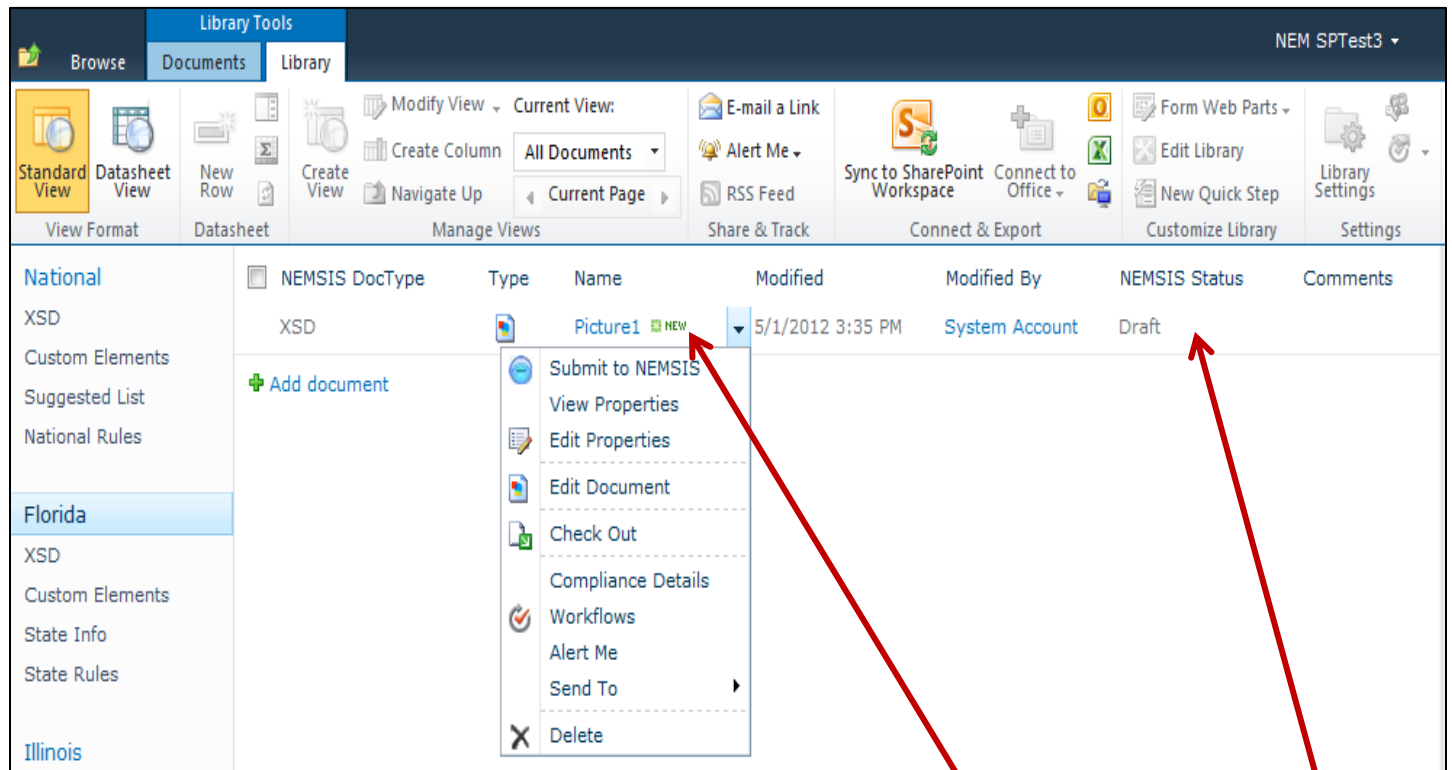


Briefly you will see the [Processing...](#) window open. This step **uploads** the document to SharePoint **only**. It has **not been submitted** to NEMSIS yet.

A window titled "Florida - Picture1.png" with a dark blue header and standard window controls. Below the header is an "Edit" tab. A toolbar contains icons for Save, Cancel, Paste, Cut, Copy, and Delete Item, with labels "Commit", "Clipboard", and "Actions" below them. A yellow message bar states: "The document was uploaded successfully. Use this form to update the properties of the document." The form has fields for "Name \*" (containing "Picture1.png"), "Title", and "Comments". Below these is a section titled "A summary of this resource" containing a "NEMSIS DocType \*" dropdown menu. The dropdown is open, showing options: "XSD" (selected), "Custom Elements", "State Info", and "State Rules". At the bottom, it shows "Created at 5/1/2012 2:14 PM by NEM SPT" and "Last modified at 5/1/2012 2:14 PM by NEM". "Save" and "Cancel" buttons are at the bottom right.

When this window opens please enter the Name, Title, Comments, and NEMSIS DocType. Use the drop down menu to choose a document type, the default is XSD. Provide a title and or comment only as needed, but it is not necessary. Then click Save or Cancel.

## Submit to NEMSIS



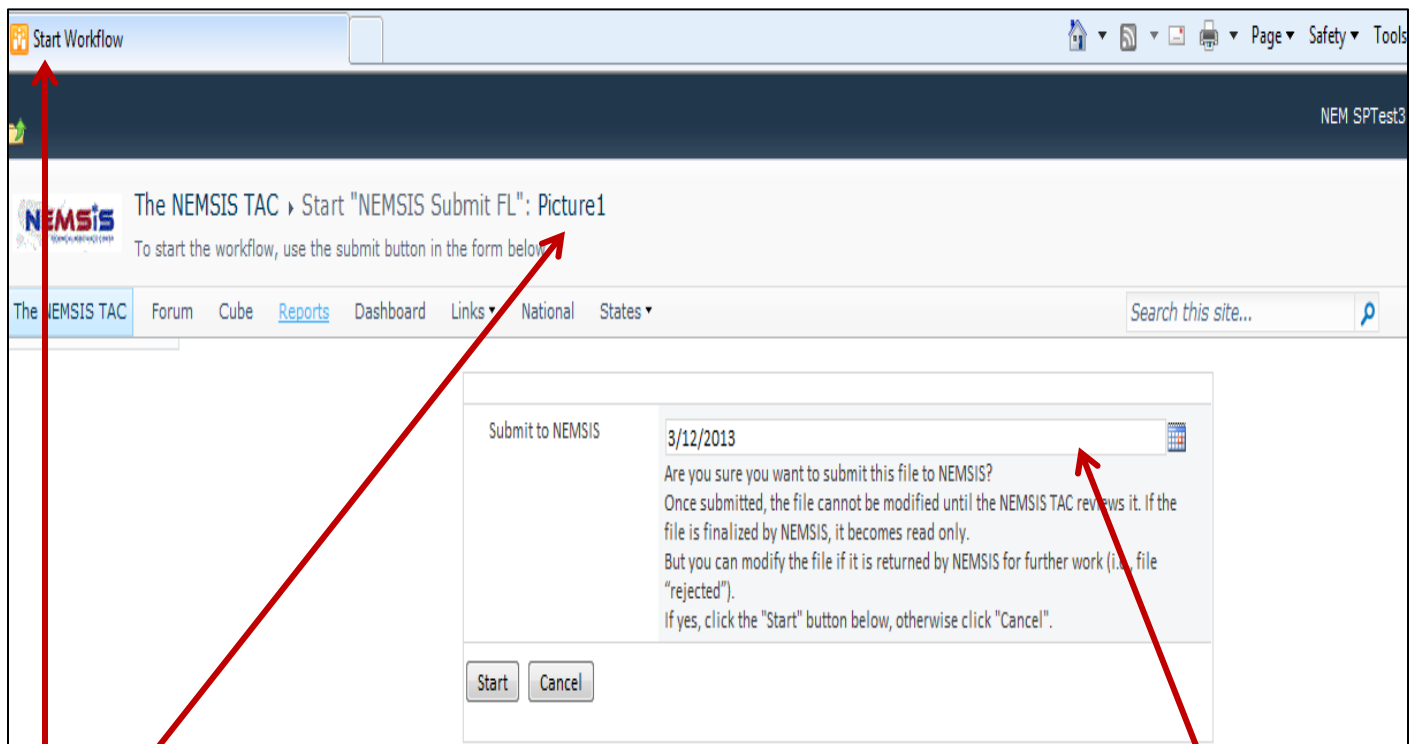
The document that was most recently uploading to SharePoint will have a **NEW box**, next to it. In the NEMSIS Status column, it will also show as a Draft. When the status is still a Draft, the user can make changes to the document. If this is the document you want to submit to NEMSIS, hover the mouse toward the end of the name and an arrow will appear. Click the arrow and the menu options will appear (as shown above).

### Menu Options:

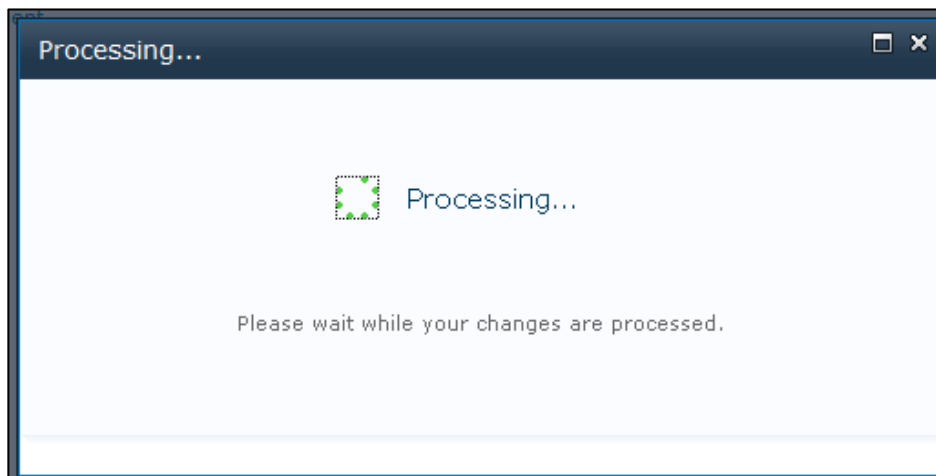
- **Submit to NEMSIS** - Actually submits to NEMSIS for approval.
- **View Properties** - View the properties of the selected document.
- **Edit Properties** - Edit the properties of the selected document.
- **Edit Document** - This description will vary depending on the type document that was uploaded, e.g. Word, Excel, PowerPoint, etc. Open document for editing.
- **Check Out** - "Checking Out" prevents this document from being edited by anyone.
- **Compliance Details** - Determine the retention stage and compliance with organizational policy.
- **Workflows** - Go to the Workflows page to start a new workflow on the selected document or to view the status of a running or completed workflow.
- **Alert Me** - Receive e-mail or mobile notifications when things change.
- **Send To** - Send the document to Other location, E-mail a link, or Download a Copy.
- **Delete Document** - Delete the selected document or documents.

Each Menu option will open a separate box with step-by-step instructions, explore to become familiar.

## Submit to NEMSIS

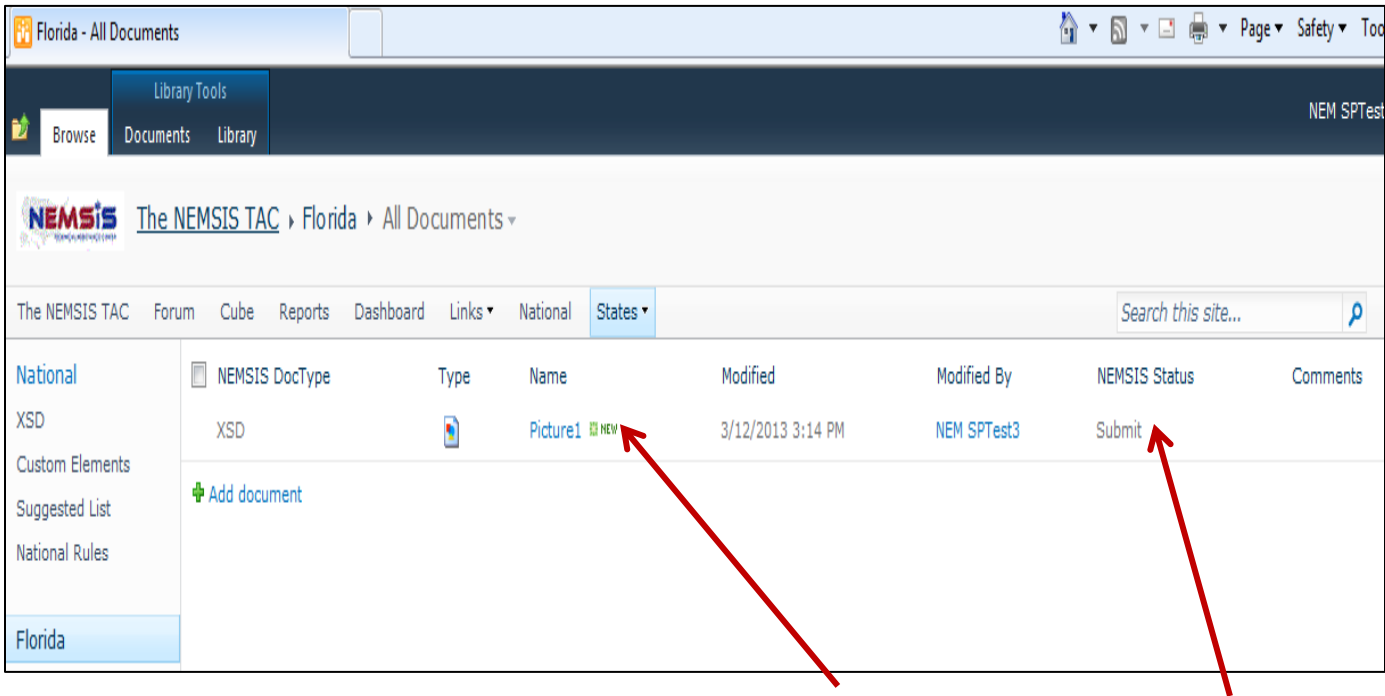


When you click the [Submit to NEMSIS](#) option you will see an indicator that says Start Workflow. Verify the name or title of the document that you want to submit. The date is an automated field and cannot be changed. If you are sure that you want to submit the file, click Start.



Briefly you will see the [Processing ...](#) window open. This step uploads the document to NEMSIS.

# Submit to NEMSIS



The document that was submitted to NEMSIS will still have a NEW box, and in the NEMSIS Status column, it will also show as a Submit. The document cannot be submitted twice or an error message will appear.

## Email Notification of Submission

Once your document has been submitted you will receive an email confirmation from the administrator at The NEMSIS TAC. The email will indicate the state, status, and type of document submitted. The document will become Read Only. Below are a few examples:

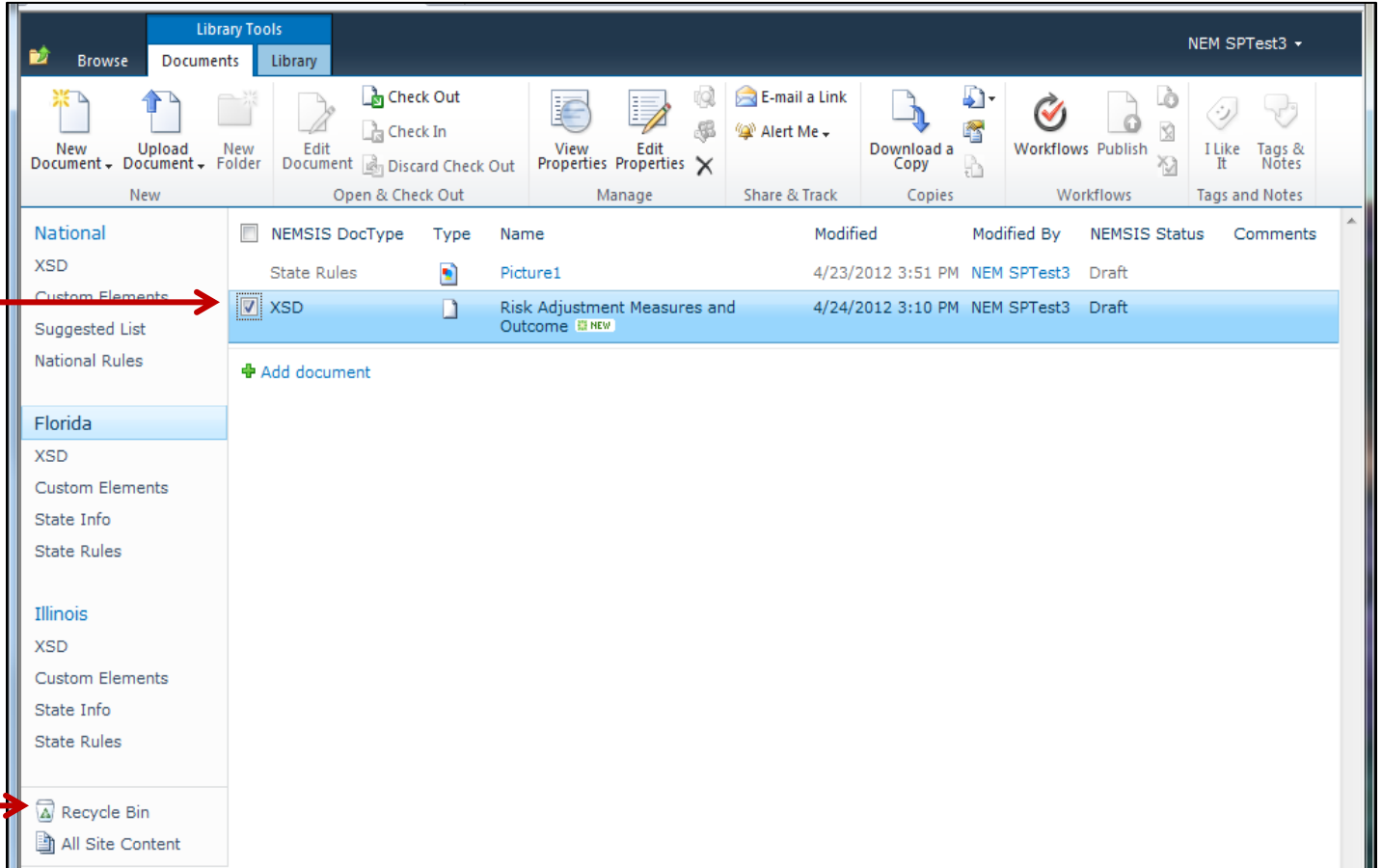
***Approval Workflow Task (en-US) – FL started on Picture1 (name of the document submitted).***

When a document is rejected the user will get an email stating that the document is rejected with the NEMSIS TAC Administrator’s comments.

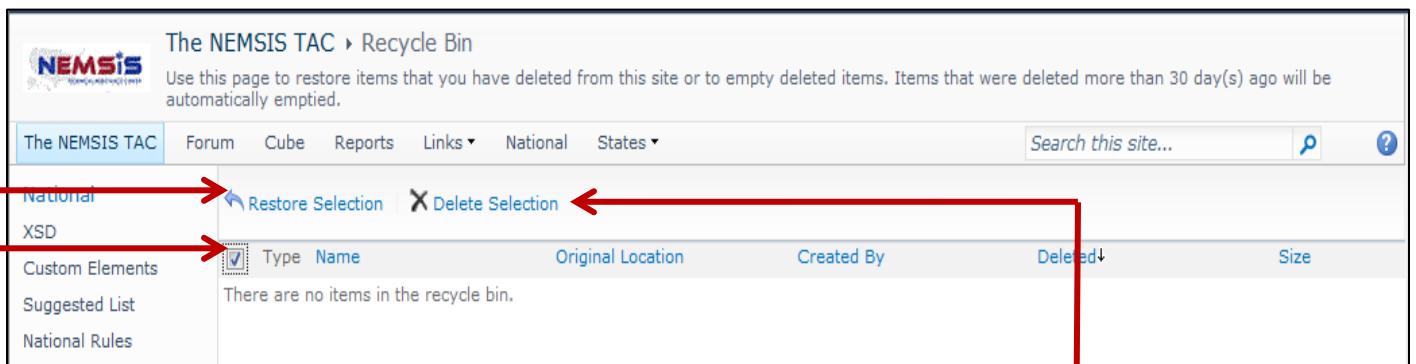
When the document is approved, the creator of the document, and others state users who modified the document, will all receive an email from the NEMSIS TAC Administrator.

When a document has been approved and published it will be made available to the EMS public on the NEMSIS website in the appropriate location. The information will be accessible in the final formatting. Where appropriate the document may be published as a PDF, whereas other documents will be in XML format, or spreadsheets. The goal of the publicly accessible website, without credentials, is to have one site that everyone across the nation can access. This will assist in maintaining the NEMSIS standard and formatting of documents as well as provide the software development companies a single source to access state requirements.

## Recycle Bin



To delete a document, click the box next to the **NEMSIS DocType**, once the check appears in the box, click the **Recycle Bin**. The document will no longer appear in Library Tools, Documents. To see all deleted documents, click the **Recycle Bin**.



To restore items that you have deleted, click the box next to Type Name, and click **Restore Selection**. Also, to empty deleted items, click the box next to the name and click **Delete Selection**.

## All Site Content

The screenshot shows the NEMSIS TAC SharePoint site. The left sidebar contains a navigation menu with links for National, Florida, Illinois, Recycle Bin, and All Site Content. The main content area displays a list of content categories with their respective counts and last modified dates. A red arrow points to the 'All Site Content' link in the left sidebar, and another red arrow points to the 'All Site Content' option in the 'View:' dropdown menu.

Category	Items	Last Modified
Document Libraries		
Florida	1	6 minutes ago
Illinois	0	28 hours ago
National	0	2 weeks ago
Picture Libraries		
There are no picture libraries.		
Lists		
Nemsis News	3	2 weeks ago
Nemsis Timeline	4	2 weeks ago
Discussion Boards		
There are no discussion boards.		
Surveys		
There are no surveys.		
Sites and Workspaces		
There are no subsites.		
Recycle Bin		
Recycle Bin		

From any page of the SharePoint site, you can click [All Site Content](#) to view all the documents submitted for your state. Documents can be viewed and categorized by:

- **All Site Content**
- **Documents Libraries**
- **Picture Libraries**
- **Discussion Boards**
- **Surveys**
- **Sites and Workspaces**

**(Provided for informational purpose ONLY, this page cannot be manipulated)**

The NEMSIS TAC ▸ All Site Content

Displays all sites, lists, and libraries in this site.

The NEMSIS TAC Forum Cube Reports Dashboard Links ▾ National States ▾

Search this site... 🔍 ?

National

XSD

Custom Elements

Suggested List

National Rules

Florida

XSD

Site Workflows


Document Libraries

	Items	Last Modified
Florida	1	6 minutes ago
Illinois	0	28 hours ago
National	0	2 weeks ago

View: All Site Content ▾

- All Site Content
- Document Libraries
- Lists
- Picture Libraries
- Discussion Boards
- Surveys
- Sites and Workspaces

Click on [Site Workflows](#) to review the progression or status of a particular document. You can only view the workflow reports from the [All Site Content](#) option. The screen will look similar to the one below.



## The NEMSiS TAC ▸ Workflows: The NEMSiS TAC

Use this page to start a new workflow on the current site or to view the status of a running or completed workflow.

The NEMSiS TAC

[Forum](#)
[Cube](#)
[Reports](#)
[Dashboard](#)
[Links ▾](#)
[National](#)
[States ▾](#)

### Start a New Workflow

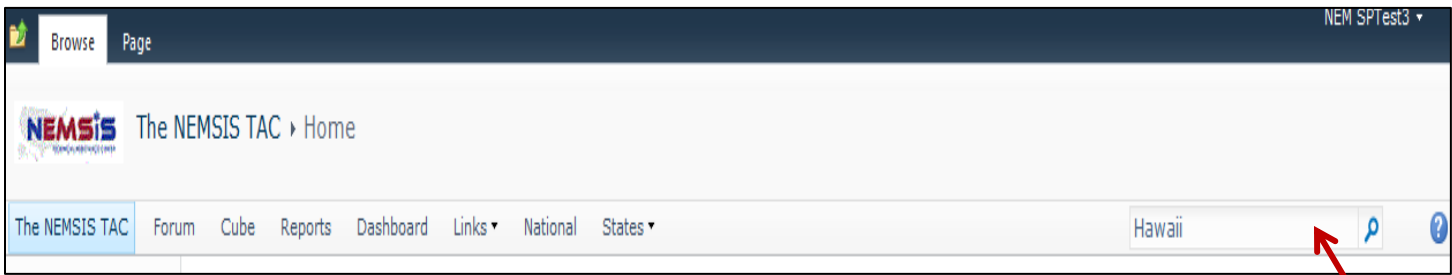
There are no workflows currently available to start on this site.

### Workflows

Select a workflow for more details on the current status or history. [Show all workflows.](#)

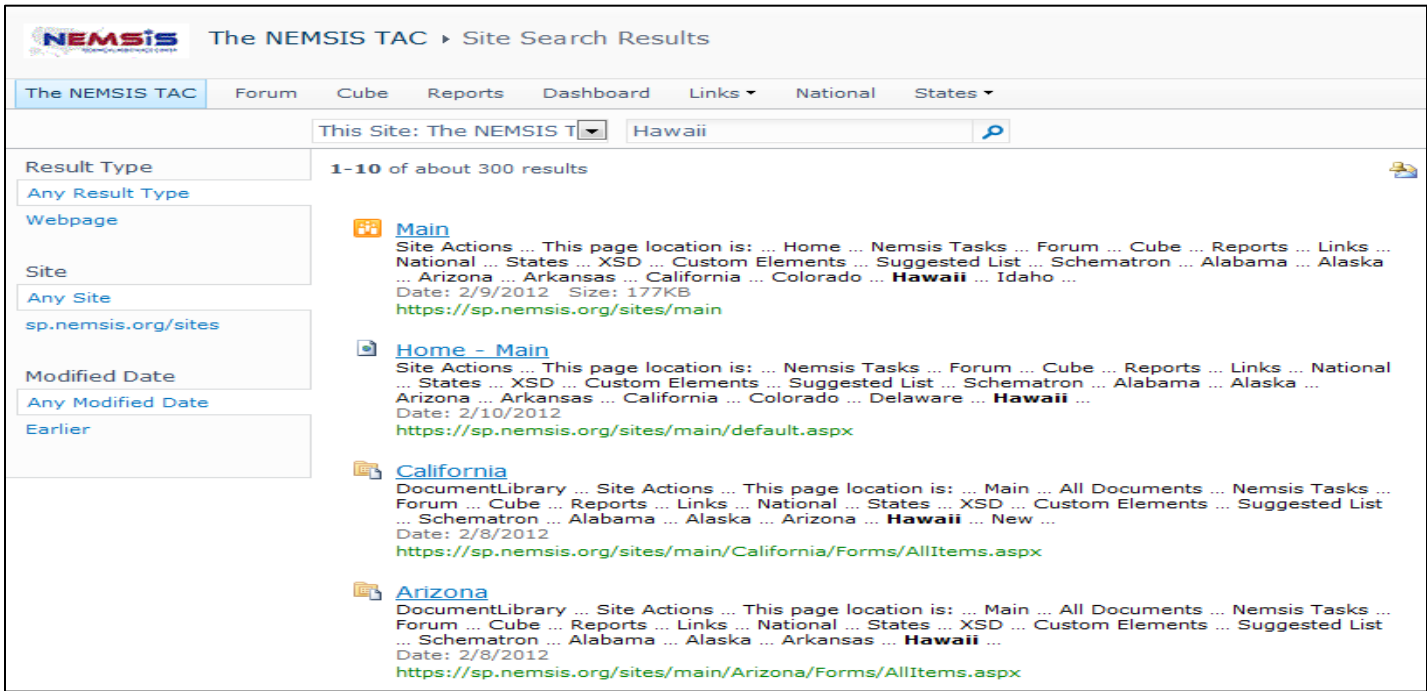
Name	Started	Ended	Status
<h3>My Running Workflows</h3>			
There are no currently running workflows on this site.			
<h3>My Completed Workflows</h3>			
There are no completed workflows on this site.			

# Search Feature

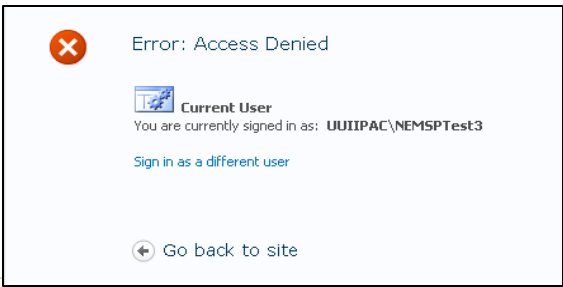


On the Home, National, and State pages there is a [Search this site...](#) box. Type what you are looking for and click the search icon. Wait a few minutes for the search to complete. It is recommended to search for documents within your state accessibility.

## Search Results

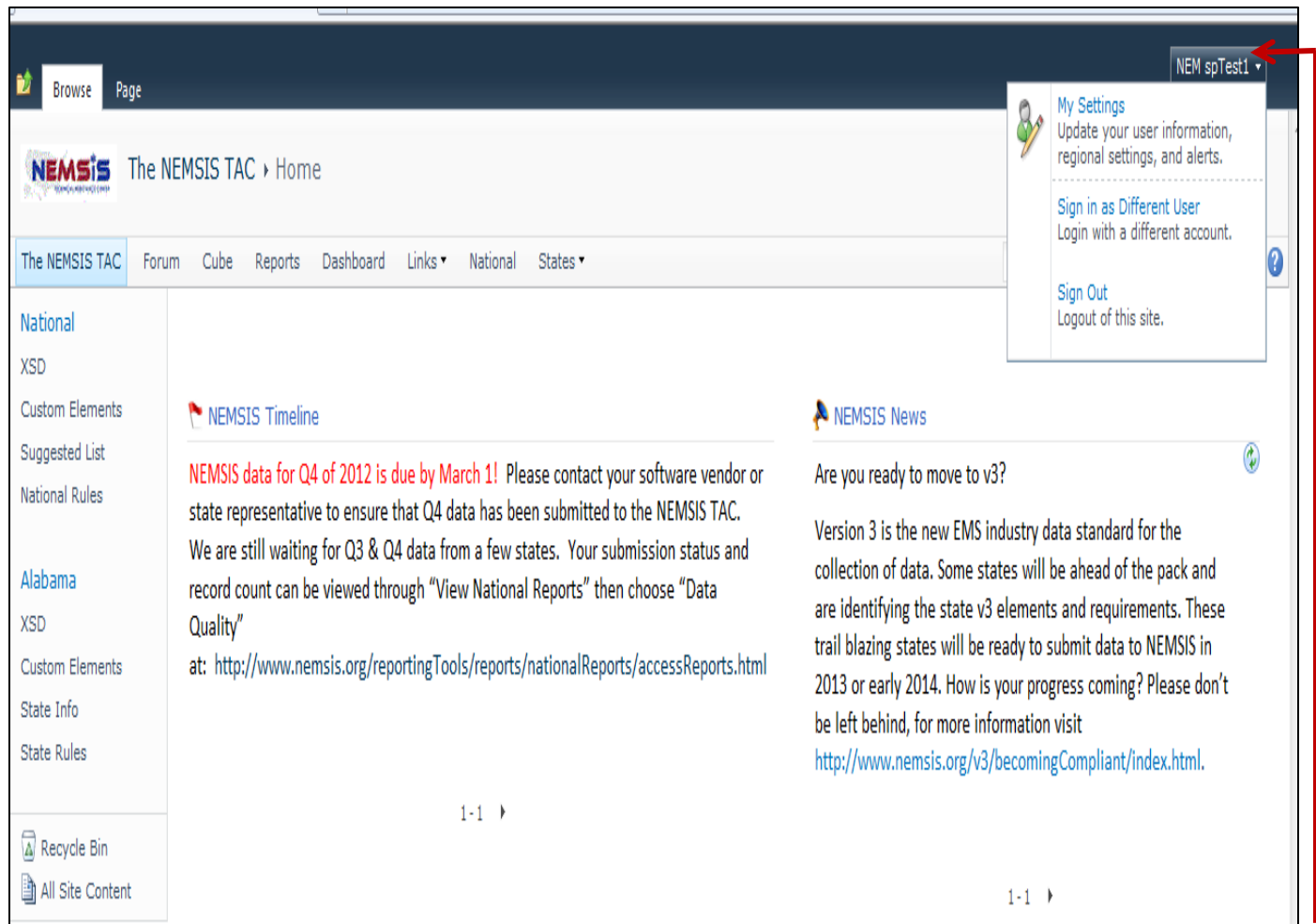


The search returned 300 results however, not all information will be available to the user because of access rights. Although Arizona appears under California and other NEMSIS general information users will only be able to access documents for their own state. If one attempts to access information for another state for which rights are not allowed the user will get the following error message.





## Log Off SharePoint



Click the arrow under your user name and the following options will appear:

- [My Settings](#) - Update your user information, regional settings, and alerts.
- [Sign In as Different User](#) - Login with a different account.
- [Sign Out](#) - Logout of this site.